

FCE Unclaimed Property Guide

Step 1) If it does not already exist, create a **Montana Department of Revenue** party record as shown below. The unclaimed property disbursement check will be written out to this party at the end of the session.

PARTY DETAIL Montana Department of Revenue,

Party Detail | Addresses(1) | Aliases(0) | Balance Due Summary | Contacts(0) | E-Contacts(0) | Employments(0) | Estimated Balance | Hearings(0) | History | Identifications(0)

PARTY INFORMATION

*LAST/COMPANY NAME ▶ Montana Department of Revenue COMPANY ▶ ☒

FIRST NAME ▶ COMPANY REP ▶
MIDDLE NAME ▶ SSN ▶
SUFFIX ▶ DOB ▶ 00/00/0000

PARTY DEMOGRAPHIC

SEX ▶ LANGUAGE ▶
EYES ▶ RACE ▶
HAIR ▶ ETHNICITY ▶
HEIGHT ▶ TRIBE ▶
WEIGHT ▶ DATE OF DEATH ▶ 00/00/0000

NO IMAGE ON RECORD FOR THIS PERSON

PARTY CONTACT

HOME PHONE ▶
WORK PHONE ▶
CELL PHONE ▶
EMAIL ▶

MAILING

ADDRESS 1 ▶ PO Box 5805
ADDRESS 2 ▶
CITY ▶ Helena
STATE ▶ MT
ZIP ▶ 59604

Step 2) From the **Check Register** page, view the **Check Detail** of the first stale-dated check to be turned over to Unclaimed Property.

- Note the **Disbursement Number and Disbursement Date**
- Click **Void**. The **Reason for Void** prompt will appear.

CHECK DETAIL

CHECK DETAIL

BANK ACCOUNT ▶ Glacier Bank - 129212446

*CHECK NUMBER ▶ 4512

*CHECK DATE ▶ 05/10/2021

*AMOUNT ▶ 35.00

*NAME ▶ Shore, Sandy

ADDRESS ▶ 987 B Street

CITY ▶ Bigsky STATE ▶ MT ZIP ▶ 59990

*DESCRIPTION ▶ Unapplied: Overage: Criminal

MANUAL CHECK ▶ ☐

STATUS ▶ Outstanding

DATE CLEARED ▶

DISBURSEMENTS ▶ 5674 - 05/10/2021 11:29 AM

REPRINT VOID PRINT DETAIL CANCEL

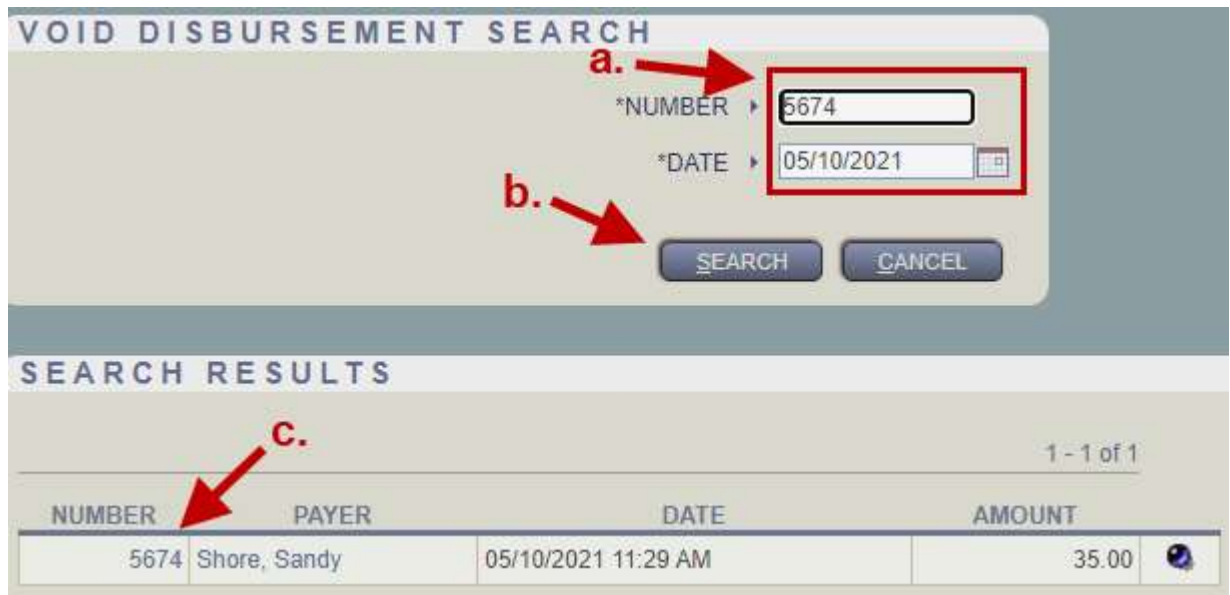
a. b.

Step 3) In the **Reason for Void** prompt, add text, **“Unclaimed Property”** and then click **Void** to void the check. Repeat steps 2 and 3 for each stale dated check that will be turned over to Unclaimed Property during this session. If no additional checks are being turned over to Unclaimed Property, proceed to step 4.



A dialog box titled "Reason for void" with a close button in the top right corner. The main text area contains the prompt "Please enter the reason for voiding this check" followed by a text input field containing the text "Unclaimed Property". At the bottom right, there are two buttons: "VOID" and "CANCEL". A red arrow points to the "VOID" button.

- Step 4)** Go to **Accounting → Void Disbursement** to open the **Void Disbursement** page.
- a. Enter the **Disbursement Number and Date** of the first voided check.
 - b. Click **Search** to return the disbursement.
 - c. Click on the **Disbursement Number** to open the **Void Disbursement Memo** page.



The screenshot shows the "VOID DISBURSEMENT SEARCH" interface. It has two input fields: "*NUMBER" with the value "5674" and "*DATE" with the value "05/10/2021". A red box highlights these two fields, with a red arrow labeled "a." pointing to the number field. Below the inputs are "SEARCH" and "CANCEL" buttons, with a red arrow labeled "b." pointing to the "SEARCH" button. Below the search section is the "SEARCH RESULTS" section, which shows "1 - 1 of 1" results. The results are in a table with columns: NUMBER, PAYER, DATE, and AMOUNT. A red arrow labeled "c." points to the "NUMBER" column header. The table contains one row with the following data:

NUMBER	PAYER	DATE	AMOUNT
5674	Shore, Sandy	05/10/2021 11:29 AM	35.00

Step 5) In the **Void Disbursement Memo** page -

- Add text **"Check xxxx Unclaimed Property"** in the **Comment** field.
- Select the **Move to Unclaimed** checkbox.
- Select the **Select Existing Party** radio button.
- Click **Next** at the far righthand side of the page. The **Chose Existing Party** panel will appear.

The screenshot shows the 'VOID DISBURSEMENT MEMO' form. At the top, there's a section for 'DISBURSEMENT MEMO INFORMATION' with fields for 'PAY TO' (Shore, Sandy), 'DEFENDANT', 'NUMBER' (5674), and 'DATE' (05/10/2021 11:29 AM). Below this is a table with columns 'ADDRESS', 'FOR', and 'AMOUNT'. The table contains one row: '987 B Street Bigsky, MT 59990', 'Unapplied Receipt Disbursement', and '35.00'. Further down, there's a 'CHECK NUMBER' field and a 'COMMENT' field. The 'COMMENT' field contains the text 'Unapplied: Overage: Criminal - check 4512 Unclaimed Property', with a red box around the last part and an arrow labeled 'a.' pointing to it. Below the comment field is a 'MOVE TO UNCLAIMED' checkbox, which is checked, with an arrow labeled 'b.' pointing to it. Underneath is the 'SELECT PARTY' section with three radio buttons: 'USE CURRENT PARTY' (Sandy Shore), 'SELECT EXISTING PARTY' (selected), and 'CREATE NEW PARTY'. An arrow labeled 'c.' points to the 'SELECT EXISTING PARTY' radio button. At the bottom right of the form, there is a 'NEXT' button, with an arrow labeled 'd.' pointing to it. At the very bottom, there are 'REFRESH' and 'CANCEL' buttons.

Step 6) In the **Choose Existing Party** panel -

- Enter **"Montana Department of Revenue"**.
- Click **Retrieve**.
- Select the checkbox next to the appropriate party (if more than one party is returned).
- Click **Next** at the far righthand side of the page. The **Create New Unclaimed Account** panel will appear.

The screenshot shows the 'CHOOSE EXISTING PARTY' panel. It has input fields for 'LAST' (Montana Department of Revenue), 'FIRST', 'MIDDLE', 'SSN', 'DOB' (00/00/0000), and 'DRIVER LICENSE'. There are 'SOUNDEX' and 'RETRJEVE' buttons. An arrow labeled 'a.' points to the 'LAST' field, and an arrow labeled 'b.' points to the 'RETRJEVE' button. Below these fields is a table with columns 'SEL', 'NAME', 'DOB', 'SSN', 'DRIVER LICENSE', and 'ADDRESS'. The table has one row: a checked checkbox, 'Montana Department of Revenue', and 'PO Box 5805, Helena, MT'. An arrow labeled 'c.' points to the checked checkbox. At the bottom right, there is a 'NEXT' button, with an arrow labeled 'd.' pointing to it. The text '1 - 7 of 7' is visible in the top right corner of the panel.

Step 7) In the **Create New Unclaimed Account** panel -

- a. Select **Purpose of Unclaimed Property**.
- b. Add "**Unclaimed Property**" in **Account Comment** and **Disbursement Comment** fields.
- c. In the **Due Diligence Start Date** field, enter the date when you first attempted to contact the payee - the **Due Diligence Date** on the righthand side will automatically be set to 30 days out from this date.
- d. Click **Void** to void the disbursement. **If the disbursement voided is directly associated with a case, a DISVOID ROA and a TRANSUNCL ROA will appear after clicking Void.** These ROAs should be saved to reflect the Unclaimed Property action on the case.

NOTE: If this is the only check being turned over Unclaimed Property during this session, skip to Step 14. If more checks are being turned over during this session, proceed to step 8.

The screenshot shows the 'CREATE NEW UNCLAIMED ACCOUNT' form. It has four main sections: PURPOSE, ACCOUNT COMMENT, DISBURSEMENT COMMENT, and DUE DILIGENCE START DATE. The PURPOSE dropdown is set to 'Unclaimed Property'. The ACCOUNT COMMENT and DISBURSEMENT COMMENT text boxes both contain 'Unclaimed Property'. The DUE DILIGENCE START DATE is set to '05/10/2021', and the DUE DILIGENCE DATE is set to '06/08/2021'. At the bottom are buttons for VOID, REFRESH, and CANCEL. Red arrows with labels a, b, c, and d point to the PURPOSE dropdown, the ACCOUNT COMMENT and DISBURSEMENT COMMENT text boxes, the DUE DILIGENCE START DATE field, and the VOID button respectively.

Step 8) Go to **Accounting → Void Disbursement** to open the **Void Disbursement** page.

- a. Enter the **Disbursement Number and Date** for the next voided check.
- b. Click **Search** to return the disbursement.
- c. Click on the **Disbursement Number** to open the **Void Disbursement Memo** page.

The screenshot shows the 'VOID DISBURSEMENT SEARCH' page. It has two input fields: '*NUMBER' with the value '5677' and '*DATE' with the value '05/10/2021'. Below these are buttons for SEARCH and CANCEL. Red arrows with labels a, b, and c point to the '*NUMBER' field, the '*DATE' field, and the SEARCH button respectively. Below the search page is the 'SEARCH RESULTS' page. It shows a table with columns: NUMBER, PAYER, DATE, and AMOUNT. The table has one row with the values: 5677, Sutton, Popcorn, 05/24/2021 03:29 PM, and 15.00. A red arrow with label c points to the NUMBER column header.

NUMBER	PAYER	DATE	AMOUNT
5677	Sutton, Popcorn	05/24/2021 03:29 PM	15.00

Step 9) In the **Void Disbursement Memo** page -

- Add text **"Check xxxx Unclaimed Property"** in the **Comment** field.
- Select the **Move to Unclaimed** checkbox
- Select the **Select Existing Party** radio button.
- Click **Next** at the far righthand side of the page. The **Chose Existing Party** panel will appear.

VOID DISBURSEMENT MEMO

DISBURSEMENT MEMO INFORMATION

PAY TO ▶ Sutton, Popcorn DEFENDANT ▶ Sutton, Popcorn

NUMBER ▶ 5677 DATE ▶ 05/24/2021 03:29 PM

ADDRESS	FOR	AMOUNT
950 Edgeway Drive Bigsky, MT 59999	Bond Exoneration TK-395-2017-0001774	15.00

CHECK NUMBER ▶

COMMENT ▶ Bond Refund: TK-395-2017-0001774 **Check 4511 Unclaimed Property**

MOVE TO UNCLAIMED ▶ ☒

SELECT PARTY

USE CURRENT PARTY ▶ ☐ Popcorn Sutton

SELECT EXISTING PARTY ▶ ☒

CREATE NEW PARTY ▶ ☐

NEXT

Step 10) In the **Choose Existing Party** panel -

- Enter **"Montana Department of Revenue"**.
- Click **Retrieve**.
- Select the checkbox next to the appropriate party (if more than one party is returned).
- Click **Next** at the far righthand side of the page. The **Unclaimed Account** panel will appear.

CHOOSE EXISTING PARTY

LAST ▶ Montana Department of Revenue SSN ▶

FIRST ▶ DOB ▶ 00/00/0000 **SOUNDEX**

MIDDLE ▶ DRIVER LICENSE ▶ **RETRJEVE**

1 - 7 of 7

SEL	NAME	DOB	SSN	DRIVER LICENSE	ADDRESS
<input checked="" type="checkbox"/>	Montana Department of Revenue				PO Box 5805, Helena, MT

NEXT

Step 11) In the **Unclaimed Account** panel -

- Select the **Select Existing Unclaimed Account** radio button.
- Click **Next**. The **Choose Existing Unclaimed Account** panel will appear.

Step 12) In the **Choose Existing Unclaimed Account** panel –

- Select the **Unclaimed Property** checkbox
- Add “**Unclaimed Property**” in the Disbursement Comment field.
- Click **Void**.

SEL	PURPOSE	COMMENT	BALANCE	DUE DILIGENCE DATE
<input checked="" type="checkbox"/>	Unclaimed Property	Unclaimed Property	35.00	06/08/2021

ACCOUNT COMMENT: Unclaimed Property

DISBURSEMENT COMMENT: Unclaimed Property

DUE DILIGENCE START DATE: 05/10/2021 DUE DILIGENCE DATE: 06/08/2021

VOID REFRESH CANCEL

Step 13) Repeat steps 8-12 for the remaining stale dated checks to be processed during this session. If no additional checks need to be processed, proceed to step 14.

Step 14) Open the Party Detail record for **Montana Department of Revenue** and then select the **Unclaimed Properties** tab. The account used during this session will be found at the bottom of the list. Click the **Actions** link to open the **Edit Unclaimed Property** pop-up panel.

PARTY DETAIL Montana Department of Revenue,

Hearings(0) History Identifications(0) Mugshots(0) Relationship Groups(0) Relationships(0) Restitutions(0) Timeline Unapplied Receipts(0) **Unclaimed Properties(3)**

SEL	PURPOSE	DUE DILIGENCE DATE	SENT TO STATE / DISBURSED DATE	BALANCE	ACTIONS
<input type="checkbox"/>	Unclaimed Property	05/15/2021	04/21/2021	\$0.00	
<input type="checkbox"/>	Unclaimed Property	05/20/2021	04/21/2021	\$0.00	
<input type="checkbox"/>	Unclaimed Property	06/08/2021		\$50.00	

3 total

Step 15) In the **Edit Unclaimed Property** pop-up panel -

- Review the information in the **Account Detail** and **Transaction Detail** panels.
- Once the entries have been verified, click **Disburse** to generate your Unclaimed Property check. The **Disbursement Information** pop-up panel will appear.

*PURPOSE ▶

Unclaimed Property

BALANCE ▶

\$50.00

COMMENT ▶

Unclaimed Property

DUE DILIGENCE START DATE ▶

05/10/2021

DUE DILIGENCE DATE ▶

06/08/2021

SENT TO STATE/DISBURSED DATE ▶

00/00/0000

DISBURSED TO ▶

ACCOUNT DETAIL

DISB DATE	TYPE	CASE	PARTY	NUMBER	AMOUNT
05/10/2021 11:29 AM Unclaimed Property	Unapplied Receipt Disbursement		Shore, Sandy	Disb 5674 Check 4512	\$35.00 Edit Comment
05/10/2021 11:26 AM Unclaimed Property	Bond Exoneration	TK-395-2017-0001774	Sutton, Popcorn	Disb 5673 Check 4511	\$15.00 Edit Comment

TRANSACTION DETAIL

DATE	TRANSACTION TYPE	NUMBER / COMMENT	AMOUNT	ACCOUNT BALANCE
05/10/2021	Unclaimed Transfer	Rec 57945 , Disb 5674	\$35.00	\$35.00
05/10/2021	Unclaimed Transfer	Rec 57946 , Disb 5673	\$15.00	\$50.00

SAVE

ADJUST

DISBURSE

MOVE

PRINT

CANCEL

Step 16) Verify the information in the **Disbursement Information** pop-up panel and then click **Save**. A Disbursement Memo will appear and the Unclaimed Property check will be added to **Checks to Print Maintenance**. The Disbursement Memo is only informational and can be Canceled.

DISBURSEMENT INFORMATION

PAY TO ▶

Montana Department of Revenue

STREET ▶

PO Box 5805

CITY ▶

Helena

STATE ▶

MT

ZIP ▶

59604

AMOUNT TO DISBURSE ▶

50

MANUAL ▶

☐

SAVE

CANCEL

Step 17) Open the **Accounting → Checks to Print Maintenance** page and print the Unclaimed Property check.

CHECKS TO PRINT MAINTENANCE

BANK ACCOUNT ▾ Glacier Bank - 129212446 RETRIEVE

C H E C K S

SEL	NAME	AMOUNT	DISBURSEMENT NUMBER
<input checked="" type="checkbox"/>	Montana Department of Revenue	50.00	5676

Select: All, None

COMBINE CHECKS ADD DELETE PRINT ELECTRONIC FUND TRANSFER TEST PRINT REFRESH CANCEL

Step 18) Return to the Party Detail page for **Montana Department of Revenue**, select the **Unclaimed Properties** tab, and click the **Actions** link for the account that was disbursed during this session. The **Edit Unclaimed Property** pop-up panel will appear.

PARTY DETAIL Montana Department of Revenue,

⏮ ⏭ Hearings(0) History Identifications(0) Mugshots(0) Relationship Groups(0) Relationships(0) Restitutions(0) Timeline Unapplied Receipts(0) **Unclaimed Properties(3)** ⏭

SEL	PURPOSE	DUE DILIGENCE DATE	SENT TO STATE / DISBURSED DATE	BALANCE	ACTIONS
<input type="checkbox"/>	Unclaimed Property	05/15/2021	04/21/2021	\$0.00	✎ 🔍
<input type="checkbox"/>	Unclaimed Property	05/20/2021	04/21/2021	\$0.00	✎ 🔍
<input type="checkbox"/>	Unclaimed Property	06/08/2021	05/24/2021	\$0.00	✎ 🔍

3 total

Step 19) In the **Edit Unclaimed Property** panel, click the Print button to generate the **Unclaimed Property Account Detail** report.

EDIT UNCLAIMED PROPERTY ✕

*PURPOSE ▾ Unclaimed Property BALANCE ▾ \$0.00

COMMENT ▾ Unclaimed Property

DUE DILIGENCE START DATE ▾ 05/10/2021 📅 DUE DILIGENCE DATE ▾ 06/08/2021 📅

SENT TO STATE/DISBURSED DATE ▾ 05/24/2021 📅 DISBURSED TO ▾ Montana Department of Revenue

ACCOUNT DETAIL

DISB DATE	TYPE	CASE	PARTY	NUMBER	AMOUNT
05/10/2021 11:29 AM	Unapplied Receipt Disbursement		Shore, Sandy	Disb 5674 Check 4512	\$35.00 Edit Comment
Unclaimed Property					
05/10/2021 11:26 AM	Bond Exoneration	TK-395-2017-0001774	Sutton, Popcorn	Disb 5673 Check 4511	\$15.00 Edit Comment
Unclaimed Property					

TRANSACTION DETAIL

DATE	TRANSACTION TYPE	NUMBER / COMMENT	AMOUNT	ACCOUNT BALANCE
05/10/2021	Unclaimed Transfer	Rec 57945 , Disb 5674	\$35.00	\$35.00
05/10/2021	Unclaimed Transfer	Rec 57946 , Disb 5673	\$15.00	\$50.00
05/24/2021	Unclaimed Disbursement	Disb 5676	-\$50.00	\$0.00

SAVE ADJUST PRINT CANCEL

Step 20) Click **OK** in the **View Report Status** pop-up.



Step 21) In the **Report Status Page**, view the **Unclaimed Property Account Detail** report by clicking the top link with the same name.

REPORT STATUS PAGE					
SEL	NAME	DATE	TIME	STATUS	
<input type="checkbox"/>	Unclaimed Property Account Detail	5/24/21	12:22 PM	Finished	
<input type="checkbox"/>	Check	5/24/21	12:07 PM	Finished	

Step 22) Include this report along with the Unclaimed Property check being sent to **Montana Department of Revenue**.

Municipal Court		User: TRAINER6
Unclaimed Property Account Detail Montana Department of Revenue		
Address: PO Box 5805, Helena, MT 59604		Home Phone:
DOB:		Work Phone:
SSN:		
Purpose: Unclaimed Property		
Comment: Unclaimed Property		
Date Disb: 05/24/2021		Due Diligence Start Date: 05/10/2021
Disbursed To: Montana Department of Revenue		Due Diligence Date: 06/08/2021

ACCOUNT DETAILS					
Date Disb.	Disb.	Check no.	Case	Party	Amount
05/10/2021	Disb 5673	4511	TK-395-2017-0001774	Sutton, Popcorn	\$15.00
Comment: Unclaimed Property					
05/10/2021	Disb 5674	4512		Shore, Sandy	\$35.00
Comment: Unclaimed Property					
Account Total:					\$50.00

TRANSACTION DETAILS				
Date	Transaction Type	Number/Comment	Amount	Acct. Balance
05/10/2021	Unclaimed Transfer	Disb 5674	\$35.00	\$35.00
05/10/2021	Unclaimed Transfer	Disb 5673	\$15.00	\$50.00
05/24/2021	Unclaimed Disbursement	Disb 5676	-\$50.00	\$0.00
Transaction Total:			\$0.00	